Summer Job! Day
Thursday 18th January 2018 at 9:45 – 14:15
Aalto University Candidate Center lobbies, Otakaari 1 F, Espoo

Information for exhibitors
You will find useful information and practical instructions for exhibitors in this document.

The event has turned out to be a success and the number of exhibitors is almost twice as much as last year. We even expanded the event area and we are now in two floors. You will find the event map from our web pages.

Schedule of the day
8.30 - 9:45 Construction of stands in the lobby
9:45 - 14:15 stands available for students
14:15 – 15:00 deconstruction of the event

Exhibitors in the event marketing

Visibility in our exhibitor listings on the website
Now would be a great time to make sure our students know what you are offering. We would need a short text (both in Finnish and in English) from you to be published at our web pages. The text should not be more than 500 characters and it can contain links. This is included to the price of the event package. If you have stated in the enrollment form that you can hire also non-Finnish speakers, we will add the Union Jack next to this text. You can also send us your logo (in web form) to be attached there too. The deadline for these is on 10th January.

Visibility in the Facebook event
We publish all enrolled organizations on the event page and every now and then the whole list of participants.

Services to amplify your visibility
Many of you have ordered extra communication services from us. If not - this is still possible to do by sending us an email before January 10th. The offered possibilities are:

- Visibility at Aalto University Career Services page on Facebook
  You have an opportunity to increase your visibility among students interested in the event on our Facebook page (the page itself or the FB event). If you have chosen to use our social media channel to promote your summer jobs, please provide your text and a picture (the most effective way of getting reach in FB is to have a separate pic) to this email. You should also tell us your wishes on the dates you’d
like the postings to be done (all the way to the January 31st 2018) and do you want the update to be published on the FB page or on the FB event. The price of each posting is 100 euro (+VAT). Aalto University Career Services & Summer Job Day 2018

- **Targeted email to our students**
  If you have chosen to contact our students via targeted email, you should send us your text and the target group no later than 1 week before the event (or the day you wish the email to be sent between January 2nd - January 31st 2018). The email should not have attachments or pictures (if not on your server and places as a link). The target group can be formed using one or many of the following criteria: study program, credits done so far and year of admission. For example all students in Industrial Management and Engineering program that have completed 60 credits but not more than 180. The price of the mailing is 2 euro (+VAT) / student. Read more: study programs and specialization areas in bachelor’s and master’s studies.

**Stands**

You can find your stand on the map and in the lobby we mark the stand with the name of your organization and bring the table there.

If you have your own equipment and furniture, you can bring them through the main entrance (Otakaari 1 F). Some students are there to help if needed at 9:00-9:30 and 14:15-15:00.

The service package includes one table for your stand (appr. 140 cm x 100 cm for basic stands and a bar table for Ministands. We will also provide you chairs if needed. You can also order extra tables and poster walls (180 cm tall with 150x119 cm surface for posters) from us. The orders should be made no later than January 10th.

**Electricity and internet**

Stands are equipped with normal plugs and can be added when needed.

Aalto Open wifi is does not need any password. Your computer’s security settings must allow using an open network.

**Cloakroom**

Next to the exhibition area there is an unguarded place for your coats and for valuables there are lockers which work with 1 euro coins for deposit.

**Coffee vouchers and lunch**

You will receive vouchers which are valid for free coffee/tea and sandwich or bun in the cafe Aino. Cafe is open at 8:00 - 18:00.
You can also have a lunch for your own cost at the student cafeteria Alvari, which is open 10:45-17:15.

**Parking**

We strongly recommend you to arrive using public transportation (bus, metro or taxi) because the limited amount of parking space in Otaniemi. We have several big constructions going on in the area.

From the info desk you can get a parking permission for the places that require Aalto University permission (“Vain Aalto-yliopiston luvalla”).

In front of the main entrance there is a small parking place for loading only. For longer parking there are places in the Northern end of the building and next to the Computer Science building (driving via Otakaari and turning to Sähkömiehentie and after that to Konomiehentie).

The buildings and some parking places you can find on the map where Otakaari 1 is marked with number 1: [http://www.aalto.fi/en/about/campuses/campus_maps/](http://www.aalto.fi/en/about/campuses/campus_maps/)

We apologize the possible inconvenience concerning the accessibility of the campus and the street Otaniementie is cut off. You can see the new routes from the map link above.

In case you use public transportation, you can find information at [www.hsl.fi](http://www.hsl.fi)

**Welcome!**

**We are happy to help in any questions**

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Aalto University, Career Services

[Summer Job! Day website](http://www.aalto.fi/en/about/campuses/campus_maps/)